

CITY OF MILWAUKIE

CLASSIFICATION: ACCOUNTING AND CONTRACTS SPECIALIST

Department: Finance
Location: City Hall

Grade Number: 60
Union: AFSCME

FLSA: Non-exempt
EEO Category: 2- Professional

DESCRIPTION:

Incumbent performs a variety of journey level accounting and contract administration duties. This position is primarily responsible for accounts payable and city-wide contracts. Position has a high degree of interaction with both external and internal customers. This position works under the direct supervisor of the Assistant Finance Director.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs a variety of accounts payable functions including review of invoices and supporting documentation; ensure accurate coding and approvals; process purchase orders; process bi-weekly payable check run; maintain invoice records and supporting documents; and prepare journal entries as required.
2. Performs a variety of contract administration functions including drafting contracts for Finance and other departments; review contract language and purpose; coordinate with legal and risk management regarding language and insurance limit changes; review all contract components to ensure correct type, data completion, statement of work, required exhibits, and insurance requirements.
3. Performs all administrative contract functions including assigning contract numbers; filing documents; routing final contracts; advising departments of expiring contracts; and maintaining all contract documentation.
4. Ensures the City is in compliance with Local Review Board Rules; writes staff reports for any Council required changes; coordinates with legal regarding any related legislation changes.
5. Maintains purchase card program by administering and maintaining current cardholders; ensures accurate coding, approvals and supporting documentation; uploads files to Wells Fargo; reviews related policy and suggests required changes.
6. Maintains City's signing authority process.
7. Assists the public, as needed, in processing payments and applications in person and by responding to telephone inquiries. Assists staff and responds to inquiries.
8. Responds to a variety of departmental and public requests for information relative to assigned function; provides requested information or service, or refers to appropriate individual for response.
9. Compiles, enters and classifies data from various sources to make summary reports; reviews data to determine significant trends. Verifies summaries against source documents in accordance with established formulas, equations and technical data. Prepares reconciliation sheets and maintains accounting records according to established accounting and bookkeeping methods.
10. Develops and assists in developing procedures and reporting formats to establish or improve specific accounting processes.
11. Maintains positive public relations with customers and is responsive to customer needs.
12. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
13. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**

a) **Education:**

- i) Associates degree from an accredited college or university with a degree in accounting, business administration, or closely related field; or
- ii) Any equivalent combination of education and experience.

2. **Prior Experience:**

a) **Work Experience:**

- i) Four (4) years of progressively responsible related experience; or
- ii) Any equivalent combination of education and experience.

b) **Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of billing and payroll procedures, journal entries, reconciliation processes and payroll taxes.
- ii) Knowledge of contracts administration procedures, rules and laws.
- iii) Knowledge of computer applications and uses for accounting activities.
- iv) Knowledge of governmental accounting procedures.
- v) Knowledge of office procedures.
- vi) Ability to apply bookkeeping and fundamental accounting principles to the maintenance of account records and statements.
- vii) Ability to complete mathematical computations accurately and rapidly.
- viii) Ability to compile and tabulate statistical data and prepare reports and summaries.
- ix) Ability to learn, apply and explain the City and departmental resolutions, policies and procedures.
- x) Ability to resolve problems within parameters of assigned function.
- xi) Ability to maintain varied and complex accounting and contract records.
- xii) Ability to work independently, prioritizing multiple tasks to meet deadlines while handling frequent interruptions, maintaining accuracy and attention to detail.
- xiii) Ability to create spreadsheets.
- xiv) Ability to prepare clear reports of a technical nature.
- xv) Ability to work with customers, both internal and external.
- xvi) Ability to work as a team member.
- xvii) Ability to establish and maintain effective working relationships.
- xviii) Ability to perform the essential functions of the job.

3. **Special Requirements:**

- a) Must be able to pass the department's security clearance standards.

4. **Tools and Equipment Used:**

- a) Computer and printer, fax machine, credit card machine, and copy machines; Computer software including MS based word-processing, spreadsheet, and data base and specialized accounting applications; calculators, and telephones.

5. **Supervision:**

- a) This position does not provide supervision to any other staff.
- b) Operates under the general direction and supervision of the Assistant Finance Director.

6. **Communications:**
 - a) Has frequent contact with the general public and other staff.
 - b) The communication is moderately complex and frequently confidential in nature. Have access to confidential materials and communications.
7. **Cognitive Functions:**
 - a) Work is performed highly independently with little direction.
 - b) Problems can be difficult due to the volume and/or nature of the issue. Policies and procedures exist to define precedent for resolving problems.
8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

 - a) Work is performed in office setting with extensive sedentary work at a computer workstation.
9. **Resource Accountability:**
 - a) This classification does not have decision making authority over a budget but does have large responsibility for proper accounting of respective functional area.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: 12/2013
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